

**Personal and Career Development**

**Assignment: Strengths & Skills Assessment**

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**About this assignment:**

In this course you will have multiple opportunities to strengthen your ability to be self-aware. This first assignment asks you to reflect on your **Strengths and Skills**. Use the template to complete each section. Submit your completed assignment electronically via Canvas.

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| **Strengths** | |
| **Strengths** are personal attributes that you have cultivated over time. (e.g. flexibility, integrity, positive attitude, willingness to learn, dependability, friendliness, persistence, etc.). Using the following list as inspiration, identify your top 5 strengths and complete the *Co-Op connection* reflection. | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Accountability** | **Communication** | **Intellectual** | **Personality** | **Precision** | **Relational** | **Situational** | | ***Strengths related to holding yourself accountable to completion of task***  Accountable  Ambitious  Committed  Deadline-driven  Dedicated  Dependable  Disciplined  Effective  Focused  Goal-oriented  Independent  Motivated  Ownership  Productive  Punctual  Reliable  Resourceful  Responsible  Results-oriented | ***Strengths related to how you communicate with others***  Artful  Articulate  Authentic  Bold  Clear  Concise  Effective  Powerful  Strategic | ***Strengths related to how you think or react to new information***  Analytical thinker  Artistic  Clarity  Critical thinker  Creative  Curious  Decisive  Emotionally intelligent  Empathetic  Evaluative  Innovative  Inquiring  Intellectual  Intelligent  Learner  Open-minded  Purposeful  Reflective  Thoughtful  Trainable  Visionary | ***Strengths drawn from character traits***  Authentic  Confident  Eager  Energetic  Enthusiasm  Genuine  Honest  Humorous  Optimistic  Patient  Positive  Quick-witted | ***Strengths related to ensuring that tasks are completed accurately and with attention to detail***  Accurate  Detail-oriented  Ethical  Exact  Precise | ***Strengths connected to relating with people and building relationships***  Caring  Charismatic  Comforting  Compassionate  Considerate  Courteous  Directive  Dynamic  Empowering  Encouraging  Engaging  Friendly  Influencer  Inspiring  Motivating  People-oriented  Relatable  Respectful  Supportive  Sympathetic  Tactful  Tolerant | ***Strengths related to managing difficult or challenging situations***  Determined  Diplomatic  Focused  Problem-solving | | |
| 1. **Top 5 Strengths** Using the above list as inspiration, identify your top 5 strengths from your Co-Op and complete the *Co-Op connection* reflection. | |
| **1.** | **Deadline-Driven** |
| **2.** | **Learner** |
| **3.** | **Enthusiasm** |
| **4.** | **Friendly** |
| **5.** | **Problem-Solving** |
| **Co-Op Connection:** Choose one of the above strengths and provide an example of how you use that skill in your current Co-Op. Reflect on this strength – why is this strength important? Also – How can you incorporate this into your resume? | |
| **Problem-Solving:**  **I'll probably employ a combination of abilities to address a challenge effectively. Here are some examples of talents that I am currently utilizing to solve a problem at my Internship.**  **Initially, it used to be challenging to understand the real tasks and the way that I need to approach them. In a couple of days, I have instilled some critical thinking abilities to solve them.**  **As a problem solver, I must be able to identify and grasp the root cause of the problem. I will start gathering more information about a topic by brainstorming with other team associates, referring more practiced colleagues, or learning through online study.** | |

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| **Skills** |
| **Skills** are abilities that come from specific training and can be learned in a course, workshop, or self-study. (e.g. software programs, languages, time management, people management, research, analytics, project management, etc.) |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Communication** | **Interpersonal** | **Managerial** | **Process Management** | **Leadership** | **Specialized Areas** | **Self-Management** | | Blogging  Campaigns  Content management  Digital media  Editing  Email marketing  Feedback delivery  Filmmaking  Listening  Nonverbal communication  Phone  Presentations  Public Speaking  Social Media  Style  Summarizing  Team  Verbal  Writing | Business development  Collaboration  Community building  Conflict resolution  Consultative  Convening  Deal-making  Diplomacy  Disability awareness  Diversity awareness  Engagement  Managing difficult personalities  Negotiation  Networking  Persuasion  Professionalism  Relationship management  Shepherding | Budget management  Business management  Change management  Crisis management  Delegation  Directing  Dispute resolution  Financial management  Forecasting  Goal-setting  Hiring  Managing difficult situations  Mediating  Performance management  Process management  Project management  Quality control  Recruitment  Reporting  Restructuring  Staffing  Talent management  Team building | Administrative  Analytical  Contracting  Creative thinking  Decision making  Execution  Goal-setting  Logistics  Operations management  Planning  Problem-solving  Research  Scheduling | Assertiveness  Coaching  Facilitation  Instruction  Mentoring  Motivational  Product development  Retention  Strategic thinking  Teaching  Team-building  Team manager  Team player  Training | Analytical  Auditing  Data analysis  Financial modeling  Programming  Quantitative  Customer Service  Digital marketing  Human Resources  Photography  Social Media  Marketing  Accreditation  Program evaluation  Teaching  Foreign language  Policy development  International affairs  Patient care  Risk analysis  Accounting  Analytical  *Regulatory Affairs* Compliance  Risk analysis | Goal-setting Organization  Prioritization  Self-awareness  Self-presentation  Stress management  Time management  Work-life balance | |

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| 1. **Top 5 Skills** Using the above list as inspiration, identify your top 5 skills from your Co-Op and complete the *Co-Op connection* reflection. | |
| **1.** | **Presentations** |
| **2.** | **Data Analysis** |
| **3.** | **Prioritization** |
| **4.** | **Time Management** |
| **5.** | **Decision-Making** |
| **Co-Op Connection:** Choose one of the above skills and provide an example of how you use that skill in your current Co-Op. Reflect on this skill – why is this strength important? Also – How can you incorporate this into your resume? | |
| **Decision-Making:**  **I generally work on Data. So, it is important to focus on making relevant decisions by analyzing the Data. There are a variety of decision-making procedures I follow often in my workplace:**   * **I will determine a business issue** * **After that, will look for information about several possible decisions and their expected consequences** * **Then I will choose an option after weighing the pros and cons** * **I will decide in acting my work** * **I believe continuous learning and monitoring the situation will be helpful sometimes** * **Also, collecting data and doing ample research on the decision is very important** | |

1. **Next Steps**

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| **List** some additional **strengths** you wish to add or improve for your career development.   * Ambitious * Committed * Productive * Strategic * Visionary | **List** some additional **skills** you wish to add or improve for your career development.   * Goal-setting * Execution * Team Player * Analytical * Project Management |
| Briefly **brainstorm** some steps or actions you might explore to add/improve these identified **strengths**  **Productive:**  Staying productive at work is vital and required for anyone. I'll prioritize the most vital things and create a profound work ethic. To remain focused, I'll keep a distracting checklist and employ the 80/20 Pareto principle to project plan and complete them in much less time. | Briefly **brainstorm** some steps or actions you might explore to add/improve these identified **skills**  **Team Player:**  To be an active and enthusiastic team player. I will be building this by attending and participating team building programs at my workplace. I will also take ownership early on in the tasks and aid the team’s progress. It is necessary to know who is working on what technology/ tool so that it will be easy to have a clear team goal in building a product/ service. |

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| **FOR INSTRUCTOR USE ONLY** | |
| **Review Date:** |  |
| **Grade:** |  |
| **Feedback:** |  |